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13 August 1981

MEMORANDUM FOR: Acting Deputy Director for Administration

FROM:
Chairman, DDA Cost Reduction and Efficiency
(CORE) Working Group

SUBJECT: Future DDA Efficiencies and Cost Savings

REFERENCES: A. Memo for DDA, from Chairman, DDA CORE,
dated 16 July 1981, Subject: Recent
DDA Efficiencies and Cost Savings

B. Memo for DDA, from DDA Core, dated
4 August 1981, Subject: CAT II - Future
Efficiencies through Capital Investment

1. Attached are the final DDA CORE submissions:

Category III - Future Efficiencies Without Adverse
Impact on Service or Resulting in
Improvements in Service

Category IV - Future Efficiencies With Adverse
Impact on Service

Category V - Future Efficiencies Through Centrali-
zation or Elimination of Duplication

Category I, on savings effected in recent years, was submitted by Reference A, and Category II, on future savings/efficiencies which could be achieved through capital investment, was submitted by Reference B.

2. Reference A included several cautions on the use of the data submitted, and these same cautions apply to this submission as well. In addition, you will note that some of the ideas in this submission have not been fully investigated or coordinated since we agreed not to do so until they have been made known to the Agency CORE Group. I would also remind you that the savings shown are only those which could be achieved in the near term - not life cycle savings, which would have been orders of magnitude larger.

This memorandum is UNCLASSIFIED
upon removal of the attachments.

MORI/CDF pages 1 &
2

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SUBJECT: Future DDA Efficiencies and Cost Savings

3. During our final meeting, I asked the CORE members for any thoughts they had on the CORE effort and process, and two points were made:

a. There is concern that if the ideas presented were acted upon without commensurate increases in the personnel and fiscal resources available to the Directorate in other areas, we might be reentering a period of decline at a time when the number of Agency employees and number and complexity of new operations we are being asked to support are increasing significantly.

b. The CORE exercise presented a unique opportunity for your Office Deputies to work together on a problem and made possible the discussion of a number of other areas totally unrelated to CORE. You may wish to take advantage of this mechanism on other occasions when suitable Directorate-wide issues present themselves.

4. We are available at your convenience to discuss our final submittal.

25X1



Attachments:

As stated

Distribution:

Orig - Addressee, w/atts

1 - Each DDA CORE Working Group
Member, w/atts

TAB

(marked)
 Items not submitted
 to DDCI by DDA

OIS 671,025

OMS 11,000

0.*

104,000.0000+

34,000.0000+

1,000,000.0000+

003

OF 1,138,000.0000+

3,000,000.0000+

1,000,000.0000+

~~1,100,000.0000+~~

4,150,000.0000+

004

OL ~~3,520,000.0000+~~

3,515,000

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1,140,000.0000+

1,140,000.0000+

750,000.0000+

530,000.0000+

004

ODP 356,000.0000+

0.*

1,350,000.0000+

30,000.0000+

20,000.0000+

15,000.0000+

573,000.0000+

75,000.0000+

006

OS 848,000.0000+

0.*

27,000.0000+

18,000.0000+

002

OTE 45,000.0000+

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OIS 671,025.0000+

OMS 11,000.0000+

OF 1,138,000.0000+

OL 3,526,000.0000+

ODP 356,000.0000+

OS 848,000.0000+

OTE 45,000.0000+

007

TOTAL ~~6,530,025.0000+~~

6,534,025

*Final version
from DDA to DCI*

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EXECUTIVE SUMMARY

FUTURE EFFICIENCIES WITHOUT ADVERSE IMPACT ON SERVICE
OR RESULTING IN IMPROVEMENTS IN SERVICE

TOTALS

SAVINGS

Office of Information Services	\$ 671,025
Office of Medical Services	11,000
Office of Finance	1,138,000
Office of Logistics	3,515,000
Office of Data Processing	356,000
Office of Security	848,000
Office of Training and Education	45,000
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TOTAL	\$ 6,584,025

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EXECUTIVE SUMMARY

FUTURE EFFICIENCIES WITHOUT ADVERSE IMPACT ON SERVICE OR RESULTING IN IMPROVEMENTS IN SERVICE

Office of Information Services

Abolish the AWP and the EOP in the PAR	\$671,025
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Office of Medical Services

Discontinue Dental Program	11,000
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Office of Finance

Electronic Fund Transfer for Covert Personnel and Self-Mailers for Statements	104,000
Absorption of New Pay Cases	34,000
Earning Interest on Operational Bank Accounts	1,000,000
Automate Travel Accountings	
Computer-Aided Instruction	

Office of Logistics

Increase Competitive Procurement	3,000,000
Control and Limit Year-End Funding	100,000
Remote Information Media Centers	
Establishment of a Regional Logistics Support Activity in 	
<div style="border-left: 1px solid black; border-top: 1px solid black; border-right: 1px solid black; padding: 2px; display: inline-block;">Contract Out Secretarial Services for Unclassified Work</div>	
Increase the Use of Suggestion Awards	415,000
Prepare Logistics Support Annexes for Contracts and Projects with Budgeted Cost Exceeding \$250,000	

25X1

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EXECUTIVE SUMMARY

FUTURE EFFICIENCIES WITHOUT ADVERSE IMPACT ON SERVICE
OR RESULTING IN IMPROVEMENTS IN SERVICE

Office of Data Processing

Relief from Word Processing Regulations	\$ 114,000	
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<div style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></div> Locate 4C Center Contiguous to the <div style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></div> or Special Center	114,000	25X1
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Component Budgeting of Terminals	75,000	
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Reduction in Cost of Output Products	53,000	
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Office of Security

"Blue Blazer" Protective Force	135,000	
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<div style="border: 1px solid black; display: inline-block; width: 80px; height: 1.2em; vertical-align: middle;"></div> Reprogramming	30,000	25X1
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Eliminate Key punch Activity	20,000	
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Discontinue Communications Link	15,000	
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Personnel Security Initiatives	573,000	
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Up-Front Polygraph	75,000	
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Office of Training and Education

Elimination of POV Travel <div style="border: 1px solid black; display: inline-block; width: 80px; height: 1.2em; vertical-align: middle;"></div> and Elimination of Weekend Flights	27,000	25X1
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Putting Most Checking and Savings Account Funds for <div style="border: 1px solid black; display: inline-block; width: 120px; height: 1.2em; vertical-align: middle;"></div> into Bonds	18,000	25X1
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CATEGORY III

FUTURE EFFICIENCIES WITHOUT ADVERSE IMPACT ON SERVICE OR RESULTING
IN IMPROVEMENTS IN SERVICE

(CONTINUED)

Office of Logistics

Activity Description	Current Positions	\$	Savings Positions	\$
A similar regional support activity exists [] and has resulted in both expansion of the procurement activity that can be offered customers as well as increasing the sophistication of contract actions. This concept greatly reduces first destination transportation costs and offers a storage and transshipment service to major customers in the geographical area.				25X1
5. Contract Out Secretarial Services for Unclassified Work			0	Unknown
Use of contracted secretarial services has a great potential for savings; although, to our knowledge, it is used only by the Foreign Broadcast Information Service (FBIS).*				
Provided requirements for significant amounts of unclassified typing exist in other parts of the Agency, these savings could be greatly increased through the broader use of this kind of service.				

*In that office twenty positions and \$117,000 (net) are saved.

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CATEGORY III

FUTURE EFFICIENCIES WITHOUT ADVERSE IMPACT ON SERVICE OR RESULTING
IN IMPROVEMENTS IN SERVICE

(CONTINUED)

Office of Logistics

Activity Description	Current Positions	\$	Savings Positions	\$
6. Increase the Use of Suggestion Awards	0	\$207,807	0	\$415,000

In FY 80, Agency employees were awarded \$33,210 in the Agency-wide Suggestion Awards Program. This amount was divided among 122 separate suggestions with the average award being in the amount of \$272. The first year tangible savings to the Agency were \$207,807.

It is reasonable to assume that the above figures could conceivably increase with an increased emphasis on the Agency-wide Suggestion Awards Program.

7. Prepare Logistics Support Annexes for Contracts and Projects With Budgeted Cost Exceeding \$250,000 (This would equally apply to other support elements)	Unknown	Unknown
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CATEGORY III

**FUTURE EFFICIENCIES WITHOUT ADVERSE IMPACT ON SERVICE OR RESULTING
IN IMPROVEMENTS IN SERVICE**

Office of Logistics

Activity Description	Current Positions	\$	Savings Positions	\$
Contracts and projects costing over \$100,000 usually include requirements for logistics support-- facility planning, acquisition and preparation, procurement of operational and support material and services, and materials handling and movement. In the absence of any formal procedure to identify and plan for the requirements early in the contract/project cycle, the Office of Logistics (OL) frequently learns of the requirements only when needs are immediate. Forced into an essentially reactive mode, OL is unable to rationally develop and propose alternate solutions, take advantage of cost reducing techniques, or fully respond to the basic requirement or deadline.				

A requirement to formally consider the logistical implications of major efforts will (1) increase the effectiveness of all facets of logistics support, (2) facilitate development of more accurate (realistic) program schedules, (3) potentially reduce program cost through the use of competitive techniques, and (4) permit more rational allocation of OL financial and personnel resources.

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SECRET**CATEGORY III****FUTURE EFFICIENCIES WITHOUT ADVERSE IMPACT ON SERVICE OR RESULTING
IN IMPROVEMENTS IN SERVICE**

(CONTINUED)

Office of Data Processing

Activity Description	Current Positions	\$	Savings Positions	\$
2. Locate 4C Center Contiguous to the [] Special Center				25X1
Because of space limitations the new Community-wide Compartmented Clearance Computer System (4C) will be located in a specially configured computer center in the [] Building. Location of 4C in space contiguous to an existing ODP center would permit a large personnel savings over the life of the system. The reduction would be approximately 4 operator positions for an annual savings of \$114,000.	4	\$114,000*	4	\$114,000*
				25X1
3. Component Budgeting of Terminals				
Currently ODP budgets for terminals connected to its central services (both new terminals and replacements). If components were forced to budget, presumably justifications would be more closely scrutinized by component managers. An annual savings of \$75,000 could be realized in the ODP budget as a result.	0	\$75,000*	0	\$75,000*

*Annual Savings

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0.*

OIS 1,000,000

OMS 80,000

*Not Submitted to
DPR by DDT*

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78,000.0000+
30,000.0000+
123,000.0000+
003
OC ~~231,000.0000*~~
268,000

0.*

73316.0000+
73539.0000+
~~138,000.0000+~~
003 ~~194,000.~~
OL ~~344,855.0000*~~
340,855

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140,000.0000+
110,000.0000+
002
OS 250,000.0000*

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53232.0000+
31,155.0000+
180,000.0000+
21,790.0000+
20,000.0000+
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007
OTZ 406,040.0000*

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2,311,895
1,437,895
374,000
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100,000.0000+
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261,000.0000+
340,855.0000+
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406,040.0000+
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1,437,895.0000*

*Final Fusion
from DDA to DCI*

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EXECUTIVE SUMMARY

FUTURE EFFICIENCIES WITH ADVERSE
IMPACT ON SERVICE

TOTALS

	<u>SAVINGS</u>
Office of Information Services	\$ 100,000
Office of Medical Services	80,000
Office of Communications	261,000
Office of Logistics	340,855
Office of Security	250,000
Office of Training and Education	406,040
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TOTAL	\$ 1,437,895

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SECRET**EXECUTIVE SUMMARY****FUTURE EFFICIENCIES WITH ADVERSE****IMPACT ON SERVICE**Office of Information Services

Abolish the Annual MG Support Officers Conference in Europe and the Far East	\$ 100,000
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Office of Medical Services

Reconstitute Medical Evaluation Program so Actual Evaluations are Given Less Frequently	80,000/Yr.
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Office of Communications

Reduction of Cable Dissemination File	30,000
Reduce Conferencing at 	78,000
Eliminate Handwritten Corrections	30,000
Reproduction of Cables at Eight Lines Per Inch	123,000

25X1

Office of Logistics

Close the Executive Dining Room	73,316
Elimination of Early Morning and Afternoon Shuttles	73,539
Increase in Sea Shipments	194,000

Office of Security

Discontinue Short-Term Employee Program	140,000
Additional Guard Force Reductions	110,000

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EXECUTIVE SUMMARY

FUTURE EFFICIENCIES WITH ADVERSE
IMPACT ON SERVICE

Office of Training and Education

Elimination of Off-Campus Program	53,232	
Elimination of Disseminating Information on External Training	31,155	
Offer Language Programs on Fixed Schedule	180,000	
Elimination of Special Language Programs	21,790	
Conduct All Management Training at Chamber of Commerce Rather than [REDACTED]	20,000	25X1
Reduction in Number of Conferences [REDACTED]	80,000	25X1
Reduction of Course Duration/Frequency/Format	19,863	

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CATEGORY IV

FUTURE EFFICIENCIES WITH ADVERSE IMPACT ON SERVICES

Office of Information Services

Activity Description	Current Positions	\$	Savings Positions	\$
Abolish the Annual MG Support Officers Conference in Europe or the Far East.				
Each year an annual MG Support Officers Conference is held in [redacted] the Far East.	None	100,000	None	100,000
Participants in the conference are drawn from other area field stations, i.e., [redacted]				
[redacted] conference. In addition, several officers from Headquarters attend both conferences on a TDY basis. The purpose of the conference is to improve communication and discuss problems of mutual concern. If deemed absolutely essential, a conference could be held on a biennial basis rather than annually.				
Elimination of the conference would save the Government approximately \$100,000 per year in TDY travel costs and per diem. The marginal utility of the conference is more than offset by the savings in Government funds.				

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CATEGORY IV

FUTURE EFFICIENCIES WITH ADVERSE IMPACT ON SERVICES

Office of Medical Services

Activity Description	Current Positions	\$	Savings Positions	\$
Reconstitute Medical Evaluation Program so Actual Evaluations are Given Less Frequently				\$80,000/Yr.
Reduction in Contractor Sessions and Processing Time				

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CATEGORY IV

FUTURE EFFICIENCIES WITH ADVERSE IMPACT ON SERVICES

Office of Communications

Activity Description	Current Positions	\$	Savings Positions	\$
1. Reduction of Cable Dissemination File				
Reduce the cable dissemination file from a two-year file to a 60-day file. This would save approximately \$30,000 per year. Customers would be required to wait a minimum of 24 hours for service.	2	30,000	2	30,000
2. Reduce Conferencing				
Eliminate CIA large office conferences (over 50 participants)		\$33,000		\$33,000
Eliminate CIA small conferences (less than 50 participants)		\$45,000		\$45,000
3. Eliminate Handwritten Corrections				
Eliminate all handwriting on cables and telepouches. Offices will be required to retype cables with handwritten corrections. This will save two positions at an equivalent of \$30,000 per year.	6	0	2	\$30,000

25X1

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CATEGORY IV

FUTURE EFFICIENCIES WITH ADVERSE IMPACT ON SERVICES

(CONTINUED)

Office of Communications

Activity Description	Current Positions	\$	Savings Positions	\$
4. Reproduction of Cables at Eight Lines Per Inch				
Advantages to conversion of the Cable Dissemination System (CDS) reproduction printers to eight lines per inch vice six should result in improved customer service. Based on a Cable Secretariat Branch (CSB) trial during April 1979, service to cable customers was improved because mailroom backlogs were significantly reduced.	40	\$522,000	10	\$123,000
<p>About 96 percent of all cables processed in CSB now are three pages or less, i.e., requiring reproduction using more than one sheet of paper. Going to eight lines per inch will provide an additional 25 percent print concentration on each cable page. This means that with eight lines per inch, all cable traffic to be reproduced will be two pages or less, i.e., requiring reproduction using only one sheet of paper per cable copy (one sheet cables will also require no stapling or collating prior to slotting).</p>				

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CATEGORY IV

FUTURE EFFICIENCIES WITH ADVERSE IMPACT ON SERVICES

(CONTINUED)

Office of Communications

Activity Description	Current Positions	\$	Savings Positions	\$
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Approximately 95 percent of all cables received for reproducing and processing will be able to be handled using one sheet of paper (front only or front and back).

Given the current traffic volume, some man power and overtime savings will occur. There will also be paper savings.

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CATEGORY IV

FUTURE EFFICIENCIES WITH ADVERSE IMPACT ON SERVICES

(CONTINUED)

Office of Logistics

Activity Description	Current Positions	\$	Savings Positions	\$
2. Elimination of Early Morning and Afternoon Shuttles	11	\$281,485	1	\$73,539

(Savings includes salary for one driver, plus overtime for ten)

Shuttle drivers normally work an eleven-hour day, beginning at 0700 and ending at 1830. Shuttle runs begin at 0730 and end at 1800 hrs. A significant number of passengers do ride each day commencing with the 0730 runs, and this is equally true through the 1730 runs in the afternoon. There are early morning meetings in Rosslyn, Office of Technical Service (OTS) complex, Community Headquarters Building (CHB), State, the Pentagon, and Chamber of Commerce that employees use shuttle service to attend. Conversely, late afternoon has the same requirements. However, the meetings could presumably be rescheduled to later in the day. Additionally, early and late shuttle runs are used by a number of employees as a means of getting to and from work. This policy, however, has been generally condoned for years, especially in short fuel situations. Disclaimers relieving the Government of all responsibility for passengers not on official business are posted in all shuttles. One position and \$73,539 could be saved.

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CATEGORY IV

FUTURE EFFICIENCIES WITH ADVERSE IMPACT ON SERVICES

(CONTINUED)

Office of Logistics

Activity Description	Current Positions	\$	Savings Positions	\$
3. Increase in Sea Shipments				\$194,000

Over the past several years the ratio of air cargo tonnage to sea cargo tonnage has steadily been increasing. In FY 80, this ratio almost reached a 50/50 balance with 735 tons being shipped by air and 740 shipped by sea. This trend toward increased air shipments has, in effect, caused more money to be spent for transportation charges and less cargo moved per dollar.

A reversal of this trend would most certainly be a potential area for cost savings. However, other factors such as less timely service to customers, an extended supply pipeline, and possibly enlarged storage facilities at overseas locations are factors which must also be considered. In FY 81, approximately 620 tons of cargo have been shipped by air at a cost of \$2,380,000 and 280 tons by sea at a cost of \$198,000. As can be seen from these figures, a diversion of 10 percent of air tonnage to sea shipment would result in a transportation savings of \$194,000.

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CATEGORY IV

FUTURE EFFICIENCIES WITH ADVERSE IMPACT ON SERVICES

Office of Security

Activity Description	Current Positions	\$	Savings Positions	\$
1. Discontinue Short-Term Employee Program	6	\$135,000	6	\$140,000*

Short-term employee arrangements, such as the Summer Only, Urgan League, and various intern programs, require the aggregated efforts of four Office of Security professionals and two clerical employees annually. Approximately \$135,000 in Office of Security (OS) salaries could be saved.

This Office has long had reservations about the host of programs whereby individuals are brought in and exposed to very sensitive operations for a limited period and then returned to their previous workplace. Few, if any, of these initiatives would appear to justify the attendant security risks and the heavy administrative costs, including field investigations, the polygraphs and appraisals. The Summer-Only Program entails the additional disadvantages of exposing relatively immature people to classified information while benefiting the offspring of open employees only.

*Represents FY-1981 personnel costs plus the projected 4.8 percent cost-of-living raise rounded to the nearest thousand dollars.

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CATEGORY IV

FUTURE EFFICIENCIES WITH ADVERSE IMPACT ON SERVICES

(CONTINUED)

Office of Training and Education

Activity Description	Current Positions	\$	Savings Positions	\$
3. Offer Language Programs on Fixed Schedule	40	\$920,000	8	\$180,000

The savings proposed are not possible unless students can begin on scheduled starting dates, reasonably sized classes can be formed, and ad hoc requests eliminated. In reality, it is not feasible to offer programs on a fixed schedule. Operational requirements have caused the DO to request enough special or ad hoc classes to necessitate the addition of 10 instructor positions for FY 83.

4. Elimination of Special Language Programs (total immersion, familiarization, etc.)	25	\$575,000	0	\$21,790
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Special language programs increase student's language proficiency quickly in an environment which simulates the situation they will encounter when actually living in a foreign country. Experience has shown that participants in these programs increase their language proficiency from one-half to a

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CATEGORY IV

FUTURE EFFICIENCIES WITH ADVERSE IMPACT ON SERVICES

(CONTINUED)

Office of Training and Education

Activity Description	Current Positions	\$	Savings Positions	\$
full level in the three-week period. Total immersion also trains 10 to 12 people at the same time and exposes students to many different speakers of a language. This permits a contrast of different speaking styles. If these special programs were eliminated, the savings would involve compensatory time and overtime costs and administrative support costs, totaling \$21,790.				
5. Conduct all Management Training at Chamber of Commerce	0	\$20,000	0	\$20,000
[REDACTED]				25X1
Eliminating student costs for POV, air travel, meals and support services [REDACTED] would result in an estimated savings of \$20,000. The adverse impact would greatly affect already overburdened classroom facilities at Chamber of Commerce.				25X1
6. Reduction in Number of Conferences [REDACTED]	0	\$263,610	0	\$80,000
[REDACTED]				25X1
There are approximately 90 conferences per year [REDACTED] with an average of 20 attendees for a				25X1

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CATEGORY IV

FUTURE EFFICIENCIES WITH ADVERSE IMPACT ON SERVICES

(CONTINUED)

Office of Training and Education

Activity Description	Current Positions	\$	Savings Positions	\$
three-day period. Reducing conferences by 30 percent would have a savings of approximately \$80,000.				
7. Reduction of course duration/frequency/format	0	\$19,863	0	\$19,863

Reducing the Midcareer Course from five to four runnings per year would save about ten weeks of instructor time (\$5,184), five weeks of training assistant time (\$1,314), and other course costs per year.

Reducing the Introduction to CIA Course (ITCIA) would result in a savings of seven weeks a year of faculty and training assistant time (\$4,865). There would be added savings in student and guest lecturer time and use of physical facilities.

Conducting the Counseling Course at the Chamber of Commerce Building would result in an \$8,500 savings annually (POV/air costs) with little decrease in course quality.

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CATEGORY IV

FUTURE EFFICIENCIES WITH ADVERSE IMPACT ON SERVICES

(CONTINUED)

Office of Training and Education

Activity Description	Current Positions	\$	Savings Positions	\$
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OT&E cannot project costs at this time for the next two items but will report savings as they occur:

(1) Use some TDY instructors
 and reduce PCS assignments, and

25X1

(2) Use more TV and less live presentations.

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CORE - CATEGORY IV

FUTURE EFFICIENCIES WITH ADVERSE

IMPACT ON SERVICE

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WARNING NOTICE -
INTELLIGENCE SOURCES
AND METHODS INVOLVED



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EXECUTIVE SUMMARY

FUTURE EFFICIENCIES WITH ADVERSE IMPACT ON SERVICE

TOTALS

	<u>SAVINGS</u>
Office of Information Services	\$ 100,000
Office of Medical Services	80,000
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Office of Logistics	340,855
Office of Security	250,000
Office of Training and Education	406,040
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TOTAL	\$ 1,437,895

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SECRET**EXECUTIVE SUMMARY****FUTURE EFFICIENCIES WITH ADVERSE
IMPACT ON SERVICE**Office of Information Services

Abolish the Annual MG Support Officers Conference in Europe and the Far East	\$ 100,000
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Office of Medical Services

Reconstitute Medical Evaluation Program so Actual Evaluations are Given Less Frequently	80,000/Yr.
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Office of Communications

Reduction of Cable Dissemination File	30,000
Reduce Conferencing 	78,000
Eliminate Handwritten Corrections	30,000
Reproduction of Cables at Eight Lines Per Inch	123,000

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Office of Logistics

Close the Executive Dining Room	73,316
Elimination of Early Morning and Afternoon Shuttles	73,539
Increase in Sea Shipments	194,000

Office of Security

Discontinue Short-Term Employee Program	140,000
Additional Guard Force Reductions	110,000

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Conduct All Management Training at Chamber of Commerce [REDACTED]	20,000
Reduction in Number of Conferences [REDACTED]	80,000
Reduction of Course Duration/Frequency/Format	19,863

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CATEGORY IV

FUTURE EFFICIENCIES WITH ADVERSE IMPACT ON SERVICES

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Each year an annual MG Support Officers Conference is held in [redacted] the Far East. Participants in the conference are drawn from other area field stations, i.e., [redacted]	None	100,000	None	100,000
				25X1
conference. In addition, several officers from Headquarters attend both conferences on a TDY basis. The purpose of the conference is to improve communication and discuss problems of mutual concern. If deemed absolutely essential, a conference could be held on a biennial basis rather than annually.				25X1
Elimination of the conference would save the Government approximately \$100,000 per year in TDY travel costs and per diem. The marginal utility of the conference is more than offset by the savings in Government funds.				

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CATEGORY IV

FUTURE EFFICIENCIES WITH ADVERSE IMPACT ON SERVICES

Office of Medical Services

Activity Description	Current Positions	\$	Savings Positions	\$
Reconstitute Medical Evaluation Program so Actual Evaluations are Given Less Frequently				\$80,000/Yr.
Reduction in Contractor Sessions and Processing Time				

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SECRET**CATEGORY IV****FUTURE EFFICIENCIES WITH ADVERSE IMPACT ON SERVICES****Office of Communications**

Activity Description	Current Positions	\$	Savings Positions	\$
1. Reduction of Cable Dissemination File				
Reduce the cable dissemination file from a two-year file to a 60-day file. This would save approximately \$30,000 per year. Customers would be required to wait a minimum of 24 hours for service.	2	30,000	2	30,000
2. Reduce Conferencing				
Eliminate CIA large office conferences (over 50 participants)		\$33,000		\$33,000
Eliminate CIA small conferences (less than 50 participants)		\$45,000		\$45,000
3. Eliminate Handwritten Corrections				
Eliminate all handwriting on cables and telepouches. Offices will be required to retype cables with handwritten corrections. This will save two positions at an equivalent of \$30,000 per year.	6	0	2	\$30,000

25X1

SECRET

SECRET**CATEGORY IV****FUTURE EFFICIENCIES WITH ADVERSE IMPACT ON SERVICES****(CONTINUED)****Office of Communications**

Activity Description	Current Positions	\$	Savings Positions	\$
4. Reproduction of Cables at Eight Lines Per Inch				
Advantages to conversion of the Cable Dissemination System (CDS) reproduction printers to eight lines per inch vice six should result in improved customer ser- vice. Based on a Cable Secretariat Branch (CSB) trial during April 1979, service to cable customers was improved because mailroom backlogs were significantly reduced.	40	\$522,000	10	\$123,000

About 96 percent of all cables processed in CSB now are three pages or less, i.e., requiring reproduction using more than one sheet of paper. Going to eight lines per inch will provide an additional 25 percent print concentration on each cable page. This means that with eight lines per inch, all cable traffic to be reproduced will be two pages or less, i.e., requiring reproduction using only one sheet of paper per cable copy (one sheet cables will also require no stapling or collating prior to slotting).

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SECRET

SECRET**CATEGORY IV****FUTURE EFFICIENCIES WITH ADVERSE IMPACT ON SERVICES****(CONTINUED)****Office of Communications**

Activity Description	Current Positions	\$	Savings Positions	\$
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Approximately 95 percent of all cables received for reproducing and processing will be able to be handled using one sheet of paper (front only or front and back).

Given the current traffic volume, some man power and overtime savings will occur. There will also be paper savings.

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SECRET**CATEGORY IV****FUTURE EFFICIENCIES WITH ADVERSE IMPACT ON SERVICES****Office of Logistics**

Activity Description	Current		Savings	
	Positions	\$	Positions	\$
1. Close the Executive Dining Room (EDR)	9 (8 Staff, 1 Contract)	\$137,373 (FY 80)	5	\$73,316 (FY 82)

This efficiency entails the closing of that portion of the EDR not involved in the support of the DCI dining facility. Although much of the work in the two dining rooms is shared by almost the entire staff, closing the EDR section only would allow for a possible staff reduction of 5 employees (1 dishwasher, 1 maitre d', and 3 waiters). The EDR was originally established to provide the DCI, DDCI, and senior Agency officials with a facility which was physically secure and serviced by cleared personnel. Members who use the dining room, many of them under cover, can obtain a quick lunch while discussing matters of a classified nature.

Elimination of the EDR would save the Government \$73,316 in FY-1982. Should it close, it would have an impact on the morale of its current members by requiring most of them to patronize the GSI cafeteria on the first floor. The loss of the EDR and its staff would also cause the discontinuance of tray and coffee service and cocktail parties.

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CATEGORY IV

FUTURE EFFICIENCIES WITH ADVERSE IMPACT ON SERVICES

(CONTINUED)

Office of Logistics

Activity Description	Current Positions	\$	Savings Positions	\$
2. Elimination of Early Morning and Afternoon Shuttles	11	\$281,485	1	\$73,539

(Savings includes salary for one driver, plus overtime for ten)

Shuttle drivers normally work an eleven-hour day, beginning at 0700 and ending at 1830. Shuttle runs begin at 0730 and end at 1800 hrs. A significant number of passengers do ride each day commencing with the 0730 runs, and this is equally true through the 1730 runs in the afternoon. There are early morning meetings in Rosslyn, Office of Technical Service (OTS) complex, Community Headquarters Building (CHB), State, the Pentagon, and Chamber of Commerce that employees use shuttle service to attend. Conversely, late afternoon has the same requirements. However, the meetings could presumably be rescheduled to later in the day. Additionally, early and late shuttle runs are used by a number of employees as a means of getting to and from work. This policy, however, has been generally condoned for years, especially in short fuel situations. Disclaimers relieving the Government of all responsibility for passengers not on official business are posted in all shuttles. One position and \$73,539 could be saved.

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SECRET

SECRET**CATEGORY IV****FUTURE EFFICIENCIES WITH ADVERSE IMPACT ON SERVICES****(CONTINUED)****Office of Logistics**

Activity Description	Current Positions	\$	Savings Positions	\$
3. Increase in Sea Shipments				\$194,000

Over the past several years the ratio of air cargo tonnage to sea cargo tonnage has steadily been increasing. In FY 80, this ratio almost reached a 50/50 balance with 735 tons being shipped by air and 740 shipped by sea. This trend toward increased air shipments has, in effect, caused more money to be spent for transportation charges and less cargo moved per dollar.

A reversal of this trend would most certainly be a potential area for cost savings. However, other factors such as less timely service to customers, an extended supply pipeline, and possibly enlarged storage facilities at overseas locations are factors which must also be considered. In FY 81, approximately 620 tons of cargo have been shipped by air at a cost of \$2,380,000 and 280 tons by sea at a cost of \$198,000. As can be seen from these figures, a diversion of 10 percent of air tonnage to sea shipment would result in a transportation savings of \$194,000.

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SECRET**CATEGORY IV****FUTURE EFFICIENCIES WITH ADVERSE IMPACT ON SERVICES****Office of Security**

Activity Description	Current Positions	\$	Savings Positions	\$
1. Discontinue Short-Term Employee Program	6	\$135,000	6	\$140,000*

Short-term employee arrangements, such as the Summer Only, Urgan League, and various intern programs, require the aggregated efforts of four Office of Security professionals and two clerical employees annually. Approximately \$135,000 in Office of Security (OS) salaries could be saved.

This Office has long had reservations about the host of programs whereby individuals are brought in and exposed to very sensitive operations for a limited period and then returned to their previous workplace. Few, if any, of these initiatives would appear to justify the attendant security risks and the heavy administrative costs, including field investigations, the polygraphs and appraisals. The Summer-Only Program entails the additional disadvantages of exposing relatively immature people to classified information while benefiting the offspring of open employees only.

*Represents FY-1981 personnel costs plus the projected 4.8 percent cost-of-living raise rounded to the nearest thousand dollars.

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CATEGORY IV

FUTURE EFFICIENCIES WITH ADVERSE IMPACT ON SERVICES

(CONTINUED)

Office of Security

Activity Description	Current Positions	\$	Savings Positions	\$
2. Additional Guard Force Reductions		\$110,000		\$110,000

We have made significant cuts in our guard program without any unacceptable impact on security. There are still some reductions, however, which could be made. For example, the DCI garage requires a post that costs some \$60,000 per annum. The pedestrian tunnel entrance is another luxury requiring guard expenditures of over \$50,000 per year. We have proposed closing those entrances in the past and they have been controversial, to say the least. It is clear, however, there are still some convenience, rather than security-related, guard posts that could be cut.

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SECRET**CATEGORY IV****FUTURE EFFICIENCIES WITH ADVERSE IMPACT ON SERVICES****Office of Training and Education**

Activity Description	Current Positions	\$	Savings Positions	\$
1. Elimination of Off-Campus Program				
Eliminating the Program would save \$45,000 in tuition and registration fees, in addition to the 588 hours required by the Training Officer to administer the Program (\$8,232). Employees would be denied the opportunity to take college courses that are tailored to Agency needs, taught by Agency employees on Agency property (allows freedom of discussion not possible elsewhere), and still receive academic credit. In some cases, employees would have to attend more expensive universities, where a three-credit course could cost \$500.	0	\$53,232	0	\$53,232
2. Elimination of Disseminating Information on External Training				
Eliminating the GS-08 Training Officer and GS-04 Clerk positions would result in a savings of \$31,155, but with adverse effects. There would be no centralized support for material on external training. Decentralization would result in component duplication of external training material, missed training opportunities by employees, and proliferation of vendor contact points.	2	\$31,155	2	\$31,155

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SECRET**CATEGORY IV****FUTURE EFFICIENCIES WITH ADVERSE IMPACT ON SERVICES****(CONTINUED)****Office of Training and Education**

Activity Description	Current Positions	\$	Savings Positions	\$
3. Offer Language Programs on Fixed Schedule	40	\$920,000	8	\$180,000

The savings proposed are not possible unless students can begin on scheduled starting dates, reasonably sized classes can be formed, and ad hoc requests eliminated. In reality, it is not feasible to offer programs on a fixed schedule. Operational requirements have caused the DO to request enough special or ad hoc classes to necessitate the addition of 10 instructor positions for FY 83.

4. Elimination of Special Language Programs (total immersion, familiarization, etc.)	25	\$575,000	0	\$21,790
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Special language programs increase student's language proficiency quickly in an environment which simulates the situation they will encounter when actually living in a foreign country. Experience has shown that participants in these programs increase their language proficiency from one-half to a

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CATEGORY IV

FUTURE EFFICIENCIES WITH ADVERSE IMPACT ON SERVICES

(CONTINUED)

. Office of Training and Education

Activity Description	Current Positions	\$	Savings Positions	\$
full level in the three-week period. Total immersion also trains 10 to 12 people at the same time and exposes students to many different speakers of a language. This permits a contrast of different speaking styles. If these special programs were eliminated, the savings would involve compensatory time and overtime costs and administrative support costs, totaling \$21,790.				
5. Conduct all Management Training at Chamber of Commerce [redacted]	0	\$20,000	0	\$20,000
				25X1
Eliminating student costs for POV, air travel, meals and support services [redacted] would result in an estimated savings of \$20,000. The adverse impact would greatly affect already overburdened classroom facilities at Chamber of Commerce.				25X1
6. Reduction in Number of Conferences [redacted]	0	\$263,610	0	\$80,000
				25X1
There are approximately 90 conferences per year [redacted] with an average of 20 attendees for a				25X1

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CATEGORY IV

FUTURE EFFICIENCIES WITH ADVERSE IMPACT ON SERVICES

(CONTINUED)

Office of Training and Education

Activity Description	Current Positions	\$	Savings Positions	\$
three-day period. Reducing conferences by 30 percent would have a savings of approximately \$80,000.				
7. Reduction of course duration/frequency/format	0	\$19,863	0	\$19,863

Reducing the Midcareer Course from five to four runnings per year would save about ten weeks of instructor time (\$5,184), five weeks of training assistant time (\$1,314), and other course costs per year.

Reducing the Introduction to CIA Course (ITCIA) would result in a savings of seven weeks a year of faculty and training assistant time (\$4,865). There would be added savings in student and guest lecturer time and use of physical facilities.

Conducting the Counseling Course at the Chamber of Commerce Building would result in an \$8,500 savings annually (POV/air costs) with little decrease in course quality.

25X1

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CATEGORY IV

FUTURE EFFICIENCIES WITH ADVERSE IMPACT ON SERVICES

(CONTINUED)

Office of Training and Education

Activity Description	Current Positions	\$	Savings Positions	\$
OT&E cannot project costs at this time for the next two items but will report savings as they occur:				
(1) Use some TDY instructors [redacted] and reduce PCS assignments, and				25X1
(2) Use more TV and less live presentations.				

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CORE - CATEGORY V

FUTURE EFFICIENCIES THROUGH CENTRALIZATION
OR ELIMINATION OF DUPLICATION

WARNING NOTICE -
INTELLIGENCE SOURCES
AND METHODS INVOLVED



25X1

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EXECUTIVE SUMMARY

FUTURE EFFICIENCIES THROUGH CENTRALIZATION
OR ELIMINATION OF DUPLICATION

TOTALS

SAVINGS

Office of Information Services	\$ 1,339,511
Office of Medical Services	
Office of Communications	
Office of Finance	405,000
Office of Logistics	3,561,000
Office of Data Processing	1,176,500
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TOTAL	\$ 6,482,011

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EXECUTIVE SUMMARY

FUTURE EFFICIENCIES THROUGH CENTRALIZATION OR ELIMINATION OF DUPLICATION

Office of Information Services

Elimination of Systematic Classification Review	\$ 264,511
Elimination of Freedom of Information Act	1,075,000

Office of Medical Services

Transfer the Overseas Medical Benefits Program

Consolidation of all Agency Medically and Psychologically Related Tasks.

Office of Communications

Combine Offices of Communications, SIGINT Operations, and Development and Engineering Commo Support Groups

Office of Finance

Centralize Travel Accounting	34,000
Consolidation of all Financial Management in the Office of Finance	209,000
Centralization of Budgeting and Management for Personal Services Costs	162,000

Office of Logistics

Standardization of Agency-wide Equipment	3,000,000
Consolidation of Transportation in the Office of Logistics	
Consolidation of Micrographics	245,000

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EXECUTIVE SUMMARY

FUTURE EFFICIENCIES THROUGH CENTRALIZATION OR ELIMINATION OF DUPLICATION

Office of Logistics (Continued)

Consolidation of Copier Management \$ 250,000

Consolidation of Graphics

Consolidation of Joint Publications Research
Service

Genographics in the Printing and Photography
Division 66,000

Consolidation, Elimination or Better
Utilization of

25X1

Office of Data Processing

Standardization of Word Processing 1,176,500

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CATEGORY V

FUTURE EFFICIENCIES THROUGH CENTRALIZATION
OR ELIMINATION OF DUPLICATION

Office of Information Services

Activity Description	Current Positions	\$	Savings Positions	\$
1. Elimination of Systematic Classification Review (E.O. 12065)				
The value of this effort for the manpower expended and its true contribution to openness in government are questionable. The estimate of savings is based upon: (1) elimination of systematic review for most all records except finished intelligence, (2) continuation of a review program at NARS to protect our information in other agencies' holdings, and consequently (3) an ability to reduce the strength of Classification Review Division (CRD) by 1 branch chief (GS-14), 6 I.O.-Classification Officers (GS-13), and 1 clerical (GS-04).	34	\$1,055,688	8	\$264,511
2. Elimination of Freedom of Information Act				
This activity consists of processing requests received by the Agency under the provisions of the Freedom of Information Act (FOIA). The projected savings are based upon the Agency being totally exempted from the FOIA and that the exemption is retroactive to cover requests now pending in initial and appeal processing.	75	\$1,735,000	49	\$1,075,000

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SECRET**CATEGORY V****FUTURE EFFICIENCIES THROUGH CENTRALIZATION
OR ELIMINATION OF DUPLICATION****(CONTINUED)****Office of Information Services**

Activity Description	Current Positions	\$	Savings Positions	\$
The total amount will not be saved since we anticipate that we will still have to process referrals from other agencies, and we will still need to respond to requesters to inform them of the CIA exemption. Additionally, we anticipate that we will still be required to process requests under provisions of E.O. 12065 or any new order containing a mandatory review provision.				

The figures of 75 and 49 positions are based upon the number of man-hours devoted to the FOIA translated into man-years.

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CATEGORY V

**FUTURE EFFICIENCIES THROUGH CENTRALIZATION
OR ELIMINATION OF DUPLICATION**

Office of Medical Services

Activity Description	Current Positions	\$	Savings Positions	\$
1. Transfer the Overseas Medical Benefits Program from the Office of Personnel to the Office of Medical Services (enhance efficiency and response time of medical claims and permit reallocation of resources).	0		Cannot estimate at this time	
2. Consolidation of all Agency medically and psychologically related tasks. For example, combine psychological services in the Office of Technical Service with psychological services in the Office of Medical Services (OMS). A study should be made to determine if medically related and psychologically related tasks in the Agency, requiring consultants and employees with specialized skills and knowledge, could be more effectively and economically used by consolidation. Job enrichment and career enhancement should be the factors to be taken into consideration in the study.	Cannot estimate at this time		Cannot estimate at this time	

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CATEGORY V

**FUTURE EFFICIENCIES THROUGH CENTRALIZATION
OR ELIMINATION OF DUPLICATION****Office of Communications**

Activity Description	Current Positions	\$	Savings Positions	\$
Combine Offices of Communications (OC), SIGINT Operations (OSO), and Development and Engineering (OD&E), Commo Support Groups				Unknown
Presently there are independent Commo support groups assigned to OSO and OD&E. Combining this support with an already existing group in Domestic Networks Division, OC, will realize some efficiency and perhaps people saving. A study is recommended.				

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CATEGORY V

FUTURE EFFICIENCIES THROUGH CENTRALIZATION
OR ELIMINATION OF DUPLICATION

Office of Finance

Activity Description	Current Positions	\$	Savings Positions	\$
1. Centralize Travel Accounting	23	\$396,000	2	\$34,000

The Office of Finance (O/FIN) only processes travel accountings for DO components and components which do not have their own travel audit capability. Savings are possible and service can be improved by transferring all present travel accounting functions and positions to O/FIN. We anticipate a minimum increase in productivity of 10% will result from "Economies of Scale."

2. Consolidation of all financial management in O/FIN (decentralized finance personnel to report directly to O/FIN)	147	\$3,410,000	9	\$209,000
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Although all financial systems are the responsibility of O/FIN, certification and accounting are in large part decentralized to the office and division level presenting a weakness in the degree to which this Office can enforce regulations and standards designed to protect the Agency against fraud and waste and can react to support operations and other Agency purposes in the most effective and efficient manner. With the consolidation of these functions within O/FIN, our aim is to introduce a greater degree of consistency and uniformity and allow for a more effective and timely reaction to resource

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CATEGORY V

**FUTURE EFFICIENCIES THROUGH CENTRALIZATION
OR ELIMINATION OF DUPLICATION**

Office of Finance

Activity Description	Current Positions	\$	Savings Positions	\$
allocation/reallocation needs. Recognizing that certain positions must remain within the operating components, some functions and services performed could be physi- cally collocated within the main office. We anticipate that centralization could lead to a minimum increase in productivity of 10% in those positions devoted to audit and certification pro- cesses (approximately 88) as a result of "Economies of Scale."				
3. Centralization of Budgeting and Management for Personal Services Costs	7	\$162,000	7	\$162,000

The obligations for personal service costs are presently administered by offices and divisions. However, almost all personal service obligations are computer generated by personnel actions and time and attendance reports. Centralization of these functions in OP or the Comptroller's Office, relying on data derived from the Agency's "personnel" systems would improve personal service cost management, would free up personnel doing these tasks in offices, and would enable offices to concentrate on the management of nonpersonal

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CATEGORY V

FUTURE EFFICIENCIES THROUGH CENTRALIZATION
OR ELIMINATION OF DUPLICATION

Office of Finance

Activity Description	Current Positions	\$	Savings Positions	\$
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service costs. Estimated amount of savings may be conservative as the total was based on an estimate of time required to prepare the required budget exercises only. Any savings realized by components could be offset by additional staffing required by the Offices of the Comptroller or Personnel to administer the Agency's personal services budget.

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CATEGORY V

**FUTURE EFFICIENCIES THROUGH CENTRALIZATION
OR ELIMINATION OF DUPLICATION****Office of Finance**

Activity Description	Current Positions	\$	Savings Positions	\$
1. Centralize Travel Accounting	23	\$396,000	2	\$34,000

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CATEGORY V

FUTURE EFFICIENCIES THROUGH CENTRALIZATION
OR ELIMINATION OF DUPLICATION

Office of Finance

Activity Description	Current Positions	\$	Savings Positions	\$
allocation/reallocation needs. Recognizing that certain positions must remain within the operating components, some functions and services performed could be physi- cally collocated within the main office. We anticipate that centralization could lead to a minimum increase in productivity of 10% in those positions devoted to audit and certification pro- cesses (approximately 88) as a result of "Economies of Scale."				
3. Centralization of Budgeting and Management for Personal Services Costs	7	\$162,000	7	\$162,000

The obligations for personal service costs are presently administered by offices and divisions. However, almost all personal service obligations are computer generated by personnel actions and time and attendance reports. Centralization of these functions in OP or the Comptrollers Office relying on data derived from the Agency's "personnel" systems would improve personal service cost management, would free up personnel doing these tasks in offices, and enable offices to concentrate on the management of nonpersonal

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SECRET**CATEGORY V****FUTURE EFFICIENCIES THROUGH CENTRALIZATION
OR ELIMINATION OF DUPLICATION****Office of Logistics**

Activity Description	Current Positions	\$	Savings Positions	\$
1. Standardization of Agency-wide Equipment			Add 2	\$3,000,000

There is a lack of centralized programmatic planning in the procurement of office equipment and related services. This causes a proliferation of contracts to satisfy the individual needs of many users and mitigates against economy of scale considerations in the acquisition process.

A concentrated effort to increase standardization in the procurement of office equipment and related services could result in acquisition cost savings of approximately \$3,000,000, but several additional people will be required.

2. Consolidation of Transportation
in the Office of Logistics

Unknown

The Office of Logistics (OL) is the primary manager of transportation assets and requirements for the Agency. This includes motor pool operations, truck fleet, and arrangements with military and commercial carriers for the movement of official cargo. There are, however, arrangements made by components outside OL for special airlift missions in connection with ongoing national programs and special projects. These airlift

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CATEGORY V

FUTURE EFFICIENCIES THROUGH CENTRALIZATION
OR ELIMINATION OF DUPLICATION

(CONTINUED)

Office of Logistics

Activity Description	Current Positions	\$	Savings Positions	\$
missions are usually not coordinated with OL and do not always utilize the full load capacities of the aircraft. These missions also often operate in the same areas where OL has requirements to move material.				
Through a centralization of all transportation tasking into the OL, better utilization could be made of available assets with resulting economics in manpower and monies.				
3. Consolidation of Micrographics				
The proposal for consolidation of micrographic facilities in the Agency is based on the premise that cost reductions could be made in four areas: personnel (5 to 6.5 positions); floor space (3,941 sq. ft.); equipment (29 pieces); and supplies (\$12,388). It is estimated that operating costs could be reduced by \$230,000-\$260,000 per year.	56 full-time 20 part-time	Unknown	5-6 1/2	\$245,000

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CATEGORY V

FUTURE EFFICIENCIES THROUGH CENTRALIZATION
OR ELIMINATION OF DUPLICATION

(CONTINUED)

Office of Logistics

Activity Description	Current Positions	\$	Savings Positions	\$
4. Consolidation of Copier Management				
A recently concluded study on the consolidation of copier management indicates that Printing and Photography Division (P&PD) could assume responsibility for the program with the addition of two positions to its staffing complement. The cost of the two-position increase would be more than offset by cost-saving projections of approximately \$250,000 annually in outlying years. The cost reduction would be acquired through equipment bid solicitations, comprehensive planning for equipment placements, equipment sharing, lower cost maintenance contracts, and streamlined certifications for payment of bills.	1	\$16,000	Add 2	\$250,000
5. Consolidation of Graphics				
There are 71 full-time visual information specialists employed in 9 separate graphics shops. Although consolidation may not be feasible in the larger facilities, it is a viable solution for better utilization of manpower	71	Unknown	0	Unknown

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CATEGORY V

**FUTURE EFFICIENCIES THROUGH CENTRALIZATION
OR ELIMINATION OF DUPLICATION**

(CONTINUED)

Office of Logistics

Activity Description	Current Positions	\$	Savings Positions	\$
and space in 5 shops which employ 18 specialists. The number of positions would not be reduced but the potential for better service to Agency customers through consolidation of effort is present.				
6. Consolidation of Joint Publications Research Service (JPRS), FBIS, in P&PD				
P&PD is receptive to the consolidation of JPRS activities with the Division. The JPRS operation has been observed in the past by P&PD officials and there is a consensus that consolidation would yield greater efficiency. The precise amount of savings possible through the merger could only be determined through an in-depth study of the current situation in JPRS.	Unknown	Unknown	Unknown	Unknown

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CATEGORY V

**FUTURE EFFICIENCIES THROUGH CENTRALIZATION
OR ELIMINATION OF DUPLICATION**

(CONTINUED)

Office of Logistics

Activity Description	Current Positions	\$	Savings Positions	\$
7. Geniographics in the Printing and Photography Division, OL	Unknown	Unknown	Unknown	\$66,000

The Geniographics System was acquired by the National Foreign Assessment Center (NFAC) for a "best guess" cost of \$600,000. The Printing and Photography Division (P&PD) feels that computer graphics service would not be adversely impacted by Geniographics' placement in the Division. As a matter of fact, P&PD is in the process of requisitioning a computer graphics system of its own for \$66,000, with delivery sometime around 1 October 1981. This cost could be avoided by the turn-over to P&PD of the Geniographics System. P&PD is not knowledgeable enough of how NFAC uses the system and, therefore, cannot comment on whether it could provide the service with less positions than NFAC employs. It is assumed only that P&PD could become as efficient as NFAC in the use of the system.

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CATEGORY V

FUTURE EFFICIENCIES THROUGH CENTRALIZATION
OR ELIMINATION OF DUPLICATION

(CONTINUED)

Office of Logistics

Activity Description	Current Positions	\$	Savings Positions	\$
8. Consolidation, Elimination or Better Utilization of [REDACTED]				25X1
The Office of Security operates an inter-agency training facility [REDACTED]	0	0	0	Unknown 25X1
[REDACTED] activity is sponsored by the National Foreign Intelligence Board and is currently funded by this Agency at a cost of approxi- mately \$180,000 per year, exclusive of the cost of salaries, equipment, and materials used for training purposes. [REDACTED]				25X1
[REDACTED] Improvements consist of a one- story, 33-room brick building. The building is air-conditioned and has full utility service. The property has not been appraised; however, it is located in the midst of a heavily developed residential area of substantial homes. Based on prices in similar Washington				

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CATEGORY V

FUTURE EFFICIENCIES THROUGH CENTRALIZATION
OR ELIMINATION OF DUPLICATION

(CONTINUED)

Office of Logistics

Activity Description	Current Positions	\$	Savings Positions	\$
suburban locations, it is estimated the property could be valued at \$25,000 per acre.				
[REDACTED]				25X1
Washington metropolitan area recommends its consideration for greater utilization by the Agency. The Agency has a current and continuing need for conference and training facilities. Priority activities and security				
[REDACTED] have placed restrictions on the general use of these facilities. Sufficient acreage exists [REDACTED] to				25X1
accommodate the construction of a substantial conference center to relieve this situation. Such a center could include both conference and training rooms as well as mess and lodging facilities. Construction of such facilities would be independent of the existing OS facilities and could be accomplished incrementally in accordance with a master plan.				25X1

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CATEGORY V

**FUTURE EFFICIENCIES THROUGH CENTRALIZATION
OR ELIMINATION OF DUPLICATION**

Office of Data Processing

Activity Description	Current Positions	\$	Savings Positions	\$
Standardization of Word Processing				
Very substantial discounts have been provided by computer equipment manufacturers in bidding on competitive procurements. Competitive procurement of the equipment for a standard family of word processors for Agency-wide needs will force a runoff between the major suppliers of such equipment. Using the modest 13 percent off of list price obtained by the State Department in their recent procurement and applying it to a typical stand-alone work station which costs approximately \$10,000, we can anticipate a savings of \$1,300 per installed unit. If the present Agency-wide inventory of 505 word processors were replaced by standard units, a savings of \$656,500 would be effected in cost avoidance as an absolute minimum. A more realistic number of 2,000 units is anticipated for installation during the systems life of the contract. This equates to a savings of \$520,000 annually.	0		0	\$656,500 (one time), 520,000 annually

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CATEGORY V

FUTURE EFFICIENCIES THROUGH CENTRALIZATION
OR ELIMINATION OF DUPLICATION

Office of Data Processing

Activity Description	Current Positions	\$	Savings Positions	\$
Competitive procurement of the equipment for the SAFE Computer Center represents a savings of \$28,000,000 over the system life of the equipment. This particular savings must be tempered by the costs of working with new equipment, bringing in new support people, and assimilating a new vendor into the Office of Data Processing (ODP) environment.				

TAB